

Cyborg Meeting Minutes  
February 9, 2011

Attendees: Ellen Banky, Kathy Blank, Wayne Duncan, Ed Green, Ann Heller, Halee Helmer, Pam Mendelsohn, and Retha Parsons

1. Payroll Processing:

- No upcoming payroll processing will be affected by holidays;
- Ellen indicated she is experiencing printing problems from Unix; Wayne will send a tech to reinstall the Axis box;
- Ann questioned if Wayne could run pdf files in the evenings pulling data changes made that day. Wayne indicated that he doesn't think it is possible but will check to see if it can be done in 6.0.

2. Cyborg 6.0 Update:

- Wayne will run the test for 1/28 payroll;
- Plan to convert to 6.0 by mid-March – the quarter-end will be in 5.0;
- Wayne will contact Cyborg about the activity codes issue on the new hire screen;
- After upgrading to 6.0, Wayne will start the process for the security setup for SAIC;
- By the end of April, all flex claims should be made; the status of transferring the remaining terminated employees will be evaluated at the next meeting. Wayne will try to run a report before the meeting;
- State & Federal year-end files: should be able to get them done and transmitted by end of next week; Wayne will check about DC dates.

3. TimeWizard:

- Contract has been signed with UniNet for the new time system. Ann noted that SAIC-Frederick has scheduled a kick-off meeting for next week;
- C&SS sent out the new TimeWizard link this morning, for SAIC employees;
- Retha indicated that email notifications regarding scheduled TimeWizard interruptions or changes are delayed five to ten minutes before actually transmitting. As a result, the interruption occurs before email notifications are received by the end user. Wayne indicated that C&SS is now aware of the issue and will adjust actions accordingly.

4. Miscellaneous

- Ann authorized archiving labor for FY '06 and '07;
- Severable/non-severable:
  - Center numbers are now alphanumeric; should not cause any problems with Cyborg;
  - Halee will provide center numbers to Wayne for entry into Cyborg;
  - Home distribution is used as the default center number for fringe accounts, all adjustments will require ten digits;
  - Most centers convert at year-end;

The next meeting will be Wednesday, May 11, 2011, in the Building 362 Conference Room.